

OFFICE OF PERSONNEL MANAGEMENT

WASHINGTON SERVICE CENTER

VACANCY ANNOUNCEMENT

VACANCY IDENTIFICATION NUMBER: WA118404

NOTE: This announcement supercedes **WA-2-1530**. Applicants with current eligibility will continue to receive consideration under this announcement.

OPENING DATE: Aug 20, 2001

CLOSING DATE: Indefinite

POSITION: STATISTICIAN , GS - 1530 - 05/ 12

NUMBER OF POSITIONS: Many

PROMOTION POTENTIAL: GS - 12

SALARY:

GS-5	\$24, 192 - \$31, 454
GS-7	\$29, 966 - \$38, 954
GS-9	\$36, 656 - \$47, 648
GS-11	\$44, 352 - \$57, 656
GS-12	\$53, 156 - \$69, 099

Payment of relocation expenses MAY BE authorized.

THIS POSITION MAY BE FILLED AS A CAREER, CAREER CONDITIONAL, OR TERM APPOINTMENT.

DUTY LOCATION: Department of Commerce
Bureau of the Census
Headquarters: Suitland, MD
Regional Offices: Atlanta, GA; Boston, MA;
Chicago, IL; Charlotte, NC; Dallas, TX;
Denver, CO; Detroit, MI; Kansas City, KS;
New York, NY; Philadelphia, PA;
Los Angeles, CA; Seattle, WA
Processing Office: Jeffersonville, IN

APPLICATIONS WILL BE ACCEPTED FROM : This position is open to the public. All qualified applicants may apply. This position may be filled as a temporary, term, or permanent appointment.

MAJOR DUTIES:

Bureau of the Census statisticians design and analyze data from a broad range of economic, demographic, and sociological surveys and studies, including the Decennial Census of

Population. Statisticians participate in and manage the full range of data collection, analysis, and data dissemination activities and functions of the Bureau. They develop survey and study specifications and procedures, assist in data collection operations, develop and design survey questionnaires, analyze and evaluate data, develop official U.S. Government statistics, and disseminate study results through written publications and oral presentations. The survey and study results developed by Bureau of the Census statisticians provide the factual basis for Federal and State Government decisions on economic, demographic, and sociological issues.

Follow these steps to apply:

1. First determine whether you meet the qualification requirements.
2. Prepare your application materials.
 - A. Questionnaire electronic at <http://www.usajobs.opm.gov/wa9000.htm> or hard copy)
 - B. Resume
 - C. Transcript
 - D. Other material
3. Submit your application materials (FAX to 1-800-601-8952).

FAILURE TO PROVIDE COMPLETE INFORMATION MAY RESULT IN YOUR NOT RECEIVING CONSIDERATION FOR THIS POSITION.

QUALIFICATION REQUIREMENTS:

1. You must be a United States citizen to apply.
2. To be eligible for Federal employment, male applicants born after December 31, 1959, must certify at the time of appointment that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.
3. You must meet the basic requirements for a statistician. For a specific grade level, you must meet those requirements.
4. If you qualify based on a combination of education and experience use the following guidelines: to combine your education and experience, you must convert each to a percentage and then add the percentages. The combined total of your percentages of education and experience must equal at least 100% to qualify.

Experience: to determine your percentage of qualifying experience, you must divide your total number of months of qualifying experience by 12 - the required number of months experience.

Education: if your education is currently described in quarter hours, convert the quarter hours into semester hours by multiplying the quarter hours by the fraction 2/3. To compute your percentage of education, take the number of graduate-level semester hours you completed beyond the minimum amount listed for the grade level and divide it by the number of semester hours required by your school for one academic year of full-time graduate study or by 18 if you

cannot determine the number of semester hours required by your school.

Basic Requirements for a Statistician and GS- 5 Qualifications:

1) You have (or within nine months will have) **15** semester hours in statistics or in mathematics and statistics, provided at least **6** semester hours were in statistics (courses may be credited as statistical provided the course content is at least 50% statistical methods or research methods). **AND,**

2) Your course work included (or within nine months will have included) **9** additional semester hours in one or more of the following: the Social Sciences, Physical Sciences or Biological Sciences. **AND,**

3) You have (or within nine months will have) a bachelor's degree, master's degree, doctoral degree, or an equivalent degree (e.g., LL.B., J.D., LL.M., etc.) **OR**

4) You do not have a degree but do have the education specified in 1) and 2), and also have additional education, or experience performing duties such as sampling, collecting, computing and analyzing statistical data; applying known statistical techniques such as measurement of central tendency, dispersion, skewness, sampling error, and simple and multiple correlation; conducting analysis of variance; and conducting tests of significance. Your combination of education and experience must total at least four years.

GS- 7 Qualifications:

You have superior academic achievement which is defined as one (or more) of the following:

- membership in a national honor society,
- graduating in the upper 1/3 of the class,
- earning an undergraduate grade point average of at least 2.95 (on a 4.0 scale) in the final 2 undergraduate years completed,
- earning a cumulative undergraduate GPA of at least 2.95,
- earning an undergraduate GPA of at least 3.45 in the major during the final 2 undergraduate years completed,
- earning a cumulative undergraduate GPA of 3.45 in the major. **OR,**

You have (or within nine months will have) completed one year of graduate education. **OR,**

You have been in a Statistician, GS-1530-5, position for at least one year. **OR,**

You have had at least one year of professional work experience where your assignments and the steps to follow were defined by your supervisor or by standard operating procedures, and your work was checked closely for accuracy and adequacy. Generally, any deviation from standard procedures required prior approval of your supervisor. Your assignments included work in one or more of the following areas: 1) writing procedures for clerical, automated, or computer-assisted statistical survey operations; 2) assisting in the design and development of specifications to be

used in carrying out statistical surveys or studies, 3) applying or using standard statistical methods and analyses such as measures of central tendency and dispersion found in college textbooks, and 4) assisting in developing a report on a statistical study or survey; **or** you have had at least one year experience collecting data for large scale statistical surveys or studies. **OR,**

You have a combination graduate education (less than 1 year) and work experience described for a GS-7 (less than 1 year).

GS-9 Qualifications:

You have (or within nine months will have) a master=s degree, or you have completed two years of progressively higher level graduate education leading to a master's degree. **OR,**

You have been in a Statistician, GS-1530-7, position for at least one year. **OR,**

You have had at least one year of professional work experience where your assignments were most often defined by your supervisor or by standard operating procedures, but you used some judgement in selecting the operational approaches and statistical methods and, when necessary, made minor changes to adapt the methods to your specific work situations. Your analytical methods and results, written documents, and reports were closely reviewed for technical and analytical accuracy. Your assignments included work in one or more of the following areas: 1) assisting in designing and developing specifications for data collection and data processing requirements, operating procedures, training materials, and operational schedules for statistical studies and surveys, 2) applying advanced statistical analytical tools such as regression analysis and measures of variance to socio/economic and demographic data, and 3) assisting in the development of professional papers or reports on such data; **or** you have had at least one year of experience coordinating field data collection activities for large scale statistical surveys or studies. **OR,**

You have a combination graduate education (more than 1 academic year but less than 2) and work experience described for a GS-9 (less than 1 year).

GS-11 Qualifications:

You have (or within nine months will have) a Ph.D., or your have three years of progressively higher level graduate education leading to a Ph.D. **OR,**

You have been in a Statistician, GS-1530-9, position for at least one year. **OR,**

You have had at least one year of professional work experience where your analytical approaches and results were very generally reviewed for technical and professional adequacy. Your assignments required that you select and adapt standard statistical techniques from text books, handbooks, or other professional literature for a variety of problems when related precedents were available. Your assignments included work in one or more of the following areas: 1) designing and developing specifications for data collection and data processing requirements, operating procedures, training materials, and operational schedules for statistical studies and surveys; 2) selecting and applying advanced statistical analysis to socio/economic or demographic data, and developing professional papers or reports on such data; **or** you have had at least one year of experience supervising field data collection activities in large scale statistical

surveys or studies. **OR,**

You have a combination of graduate education (more than 2 academic years but less than 3) and work experience described for a GS-11 (less than 1 year).

GS-12 Qualifications:

You have been in a Statistician, GS-1530-11, position for at least one year. **OR,**

You have had at least one year of professional work experience where your work was generally reviewed only for adherence to accepted professional standards. Your assignments regularly required that you develop solutions to difficult statistical or analytical problems that did not have readily available precedents, establish analytical methodology, design sampling and estimation procedures for surveys, document work results and findings, and prepare oral and written technical reports. Your assignments included responsibility for one or more of the following: 1) independently leading a team to plan a statistical survey or study, 2) developing survey and data collection specifications, 3) establishing time schedules for various phases of survey operations, 4) coordinating the accomplishment and management of the various phases of the study or survey, and 5) making presentations and planning the analysis of the socioeconomic or demographic data developed by the survey or study.

OTHER INFORMATION:

To be eligible for Federal employment, male applicants born after December 31, 1959, must certify at the time of appointment that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.

Federal agencies provide reasonable accommodations to applicants with disabilities. If you need accommodation for any part of the application process, contact this OPM service center. If you need accommodation during the hiring process, contact the hiring agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

BASIS FOR RATING:

All applications are reviewed for the minimum qualification requirements using the responses to the occupational questionnaire, resume and transcripts. Applicants will receive a notice indicating their eligibility for each of the grade level(s). A numeric score is not assigned until a request to fill a particular position is received. The score an applicant receives is based on the responses they made on the questionnaire. Qualified candidates are assigned a score between 70 and 100, not including points that may be assigned for veterans preference. Please follow all instructions carefully. Errors or omissions may affect your rating.

CTAP/ICTAP:

IMPORTANT INFORMATION FOR SURPLUS OR DISPLACED FEDERAL EMPLOYEES (CAREER TRANSITION ASSISTANCE PLAN - CTAP INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN - ICTAP)

Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) must

be well qualified for the position to receive consideration for special priority selection. CTAP or ICTAP eligibles will be considered well qualified if **they are rated with a score of 90 or above.**

Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

HOW TO APPLY:

Your application will consist of three components. The **first** component consists of the occupational questionnaire that you must complete. The **second** component is your resume. The **final** component of your application consists of "other" application materials. Examples of these other materials include your college transcripts (if required) and documentation of veteran status (if applicable). Instructions on completing and submitting these items follow.

APPLICATION MATERIALS WILL BE ACCEPTED UNTIL FURTHER NOTICE . FAILURE TO PROVIDE COMPLETE INFORMATION MAY RESULT IN YOUR NOT RECEIVING CONSIDERATION FOR THIS POSITION. Your application materials will not be returned. Do not submit original documents that you may need in the future.

STEP ONE:

Complete and Submit the Occupational Questionnaire

Submit your answers on-line via the USAJOBS web site.

1. Connect to the USAJOBS web site at <http://www.usajobs.opm.gov>
2. Click on On-line Application (on the USAJOBS logo, or on the text line below the logo)
3. Click on "Complete On-line Occupational Questionnaire"
4. Scroll down the on-line application screen until the "Enter Vacancy ID" box appears
5. Enter Vacancy ID [WA118404](#) and click on "Submit" to begin the on-line application

We highly encourage you to complete the Occupational Questionnaire using the on-line method since it is the most efficient way for us to process your responses. If you are unable to submit your responses on-line, refer to the alternatives described under Alternative Methods for Completing Occupational Questionnaire at the end of this announcement.

Instructions for answering the questions in the Occupational Questionnaire:

Please use the following step-by-step instructions as a guide to filling out the required questionnaire. You will need to print the vacancy announcement and refer to it as you answer the questions. You may omit any optional information; however, you must provide responses to all required questions. Be sure to double check your application before submission.

Social Security Number

Enter your Social Security Number in the space indicated. Providing your Social Security Number is voluntary, however we can not process your application without it.

Vacancy Identification Number

Enter the Vacancy Identification Number: [WA118404](#)

Title of Job

Enter position title: [STATISTICIAN](#)

Biographic Data

All biographic information is required, except for your telephone number and the contact time.

E-Mail Address**Notify me by E-Mail**

Would you like to be notified by E-mail?

E-Mail Address

If you would like to be notified by E-mail, please enter your E-mail address in the space provided.

Work Information**Employment Availability****Other Employment Questions****Citizenship**

Are you a citizen of the United States?

Other Information**Languages**

Select from the list below up to **3** languages in which you are proficient. Enter the 2 digit code(s) corresponding to the language in each box.

- 01 = Any African Language
- 02 = Any Native American Language (Aleut, Navajo, etc.)
- 03 = Any Classical Language
- 04 = Asian/Near East Languages
- 05 = Asian/Far East Languages (Other than Chinese)
- 06 = Chinese
- 07 = French

- 08 = German
- 09 = Russian
- 10 = Sign Language
- 11 = Spanish
- 12 = Other European Languages
- 13 = Other Languages (Other than English)

Lowest Grade

Enter the lowest grade level (05 - 12) you will accept.

Miscellaneous Information

This section will be used to collect additional information about your education. Select one of the following to indicate your academic major in your undergraduate studies. Enter the corresponding number to your degree in the first field in Section 11 of the C-Form.

- 001 = Accounting
- 002 = Business Administration
- 003 = Demography
- 004 = Economics
- 005 = Finance
- 006 = Geography
- 007 = International Studies
- 008 = Management Science
- 009 = Marketing
- 010 = Mathematics
- 011 = Operations Research
- 012 = Public Administration
- 013 = Sociology
- 014 = Statistics
- 015 = Other

Select one answer from the following list which most accurately describes the greatest number of hours you have completed in a combination of economics, business administration, finance, accounting, marketing, and management science courses. Mark the corresponding number in the second field of Section 11.

- 016 = I have completed 14 semester hours or less.
- 017 = I have completed at least 15 semester hours.
- 018 = I have completed at least 30 semester hours.
- 019 = I have completed at least 36 semester hours.
- 020 = I have completed at least 45 semester hours.
- 021 = I have completed at least 60 semester hours.
- 022 = I have completed at least 75 semester hours.

Please select one or more from the following list that indicates your academic major(s) in your **graduate** studies. Mark the corresponding number in the third field of Section 11.

023 = Demography
024 = Economics
025 = Geography
026 = Mathematics
027 = Sociology
028 = Statistics
029 = Other

Special Knowledge

Leave Blank

Veteran Preference Claim

Required. Enter your claim for Veterans' Preference if applicable.

Dates of Active Duty - Military Service

These dates are required if you have claimed Veterans' Preference unless you have claimed derived Preference (i.e., widows, spouse, etc.)

Availability Date

You may omit the availability date if you can begin work immediately. Otherwise, you must provide the date that you will be available for employment.

Service Computation Date

Leave Blank

Other Date Information

Leave Blank

Job Preference

Leave Blank

Occupational Specialties

Enter occupational specialty code "001".

001 NONE

Geographic Availability

Enter at least one geographic availability location code. The location codes for this position are:

0018 KANSAS CITY, KS
0019 ATLANTA, GA
0024 DETROIT, MI

0027 NEW YORK, NY
0035 BOSTON, MA
0037 CHICAGO, IL
0056 DENVER, CO
0058 LOS ANGELES, CA
0067 DALLAS, TX
0083 PHILADELPHIA, PA
0094 CHARLOTTE, NC
0173 JEFFERSONVILLE, IN
0197 SUITLAND, MD
1482 SEATTLE, WA

Transition Assistance Plan

In this section indicate if you are a surplus or displaced Federal employee requesting special priority consideration under the Career Transition Assistance Plan (CTAP) or the Interagency Career Transition Assistance Plan (ICTAP).

Note: To receive consideration for CTAP or ICTAP, you must submit the necessary supporting documentation. Refer to the vacancy announcement for additional information and instructions.

Job Related Experience

Years

Months

Please ensure that you can provide specific examples or documentation of your education or experience as proof that you have had this type of experience. You may be asked to provide such evidence or documentation at a later stage in the selection process. Your answers will be verified against the narrative information you provide in your resume or application, information your references provide, college transcripts, background checks, job interviews, or any other information obtained during the application process. Any exaggeration of your experience or any attempt to conceal information can be cause for not selecting you, for firing you after you begin employment, and for barring you from applying for Federal employment. Therefore, carefully enter the information that accurately reflects your actual employment and/or educational background. The following questions ask you to describe your educational background, your work, and other experiences in order to determine your qualifications for the grade levels to be filled. You must respond to all these questions regardless of the grade level you are seeking.

1. I have 15 semester hours in statistics, or in a combination of mathematics and statistics, provided at least 6 semester hours were in statistics (courses may be credited as statistical provided the course content is at least 50% statistical methods or research methods). With the materials you submit, you will need to include specific information on classes you will be completing within the next 9 months if you need these classes in order to qualify for this position. List the title and course number of the class, the department and college or university offering the class, the number of semester or quarter hours credit given for the class, and the date you expect to complete the class.

- A. Yes
- B. Yes, within 9 months I will have this
- C. No

2. My course work included 9 additional semester hours in one or more of the following: Business, the Social Sciences, Physical Sciences or Biological Sciences. With the materials you submit, you will need to include specific information on classes you will be completing within the next 9 months if you need these classes in order to qualify for this position. List the title and course number of the class, the department and college or university offering the class, the number of semester or quarter hours credit given for the class, and the date you expect to complete the class.

- A. Yes
- B. Yes, within 9 months I will have this
- C. No

3. I have a bachelor's degree, master's degree, doctoral degree, or an equivalent degree (e.g., LL.B., J.D., LL.M., etc.). OR, I do not have a degree but have a combination of college education and experience totaling 4 years. I have experience and/or education performing duties such as sampling, collecting, computing and analyzing statistical data; applying known statistical techniques such as measurement of central tendency, dispersion, skewness, sampling error, and simple and multiple correlation; conducting analysis of variance; and conducting tests of significance.

- A. Yes
- B. Yes, within 9 months I will have this
- C. No

Questions 1, 2, and 3 will be used to determine if you meet the basic qualification requirements for a Statistician and the qualifications for the GS-5 grade level. If you did not respond with a yes answer to all three questions there is no reason to continue application process.

GS- 7 Qualifications

4. I have superior academic achievement which is defined as one (or more) of the following:- membership in a national honor society,- graduating in the upper 1/3 of the class,- earning an undergraduate grade point average of at least 2.95 (on a 4.0 scale) in the final 2 undergraduate years completed,- earning a cumulative undergraduate GPA of at least 2.95,- earning an undergraduate GPA of at least 3.45 in the major during the final 2 undergraduate years completed,- earning a cumulative undergraduate GPA of 3.45 in the major.

- A. Yes
- B. Yes, within 9 months I will have this
- C. No

5. I have completed one year of graduate education.

- A. Yes
- B. Yes, within 9 months I will have this.

C. No

6. I have been in a Statistician, GS-1530-5, position for at least one year.

A. Yes

B. No

7. I have had at least one year of professional work experience where my assignments and the steps to follow were defined by my supervisor or by standard operating procedures, and my work was checked closely for accuracy and adequacy. Generally, any deviation from standard procedures required prior approval of my supervisor. My assignments included work in one or more of the following areas: 1) writing procedures for clerical, automated, or computer-assisted statistical survey operations; 2) assisting in the design and development of specifications to be used in carrying out statistical surveys or studies, 3) applying or using standard statistical methods and analyses such as measures of central tendency and dispersion found in college textbooks, and assisting in developing a report on a statistical study or survey; or I have had at least one year experience collecting data for large scale statistical surveys or studies. OR, I have a combination of graduate education (less than 1 year) and work experience described for a GS-7 (less than 1 year) that totals one year.

A. Yes

B. No

Answering yes to 4, 5, 6, or 7 will qualify you as a Statistician at the GS-7 level

GS-9 Qualifications

8. I have a master's degree, or I have completed two years of progressively higher level graduate education leading to a master's degree.

A. Yes

B. Yes, within 9 months I will have this

C. No

9. I have been in a Statistician, GS-1530-7, position for at least one year.

A. Yes

B. No

10. I have had at least one year of professional work experience where my assignments were most often defined by my supervisor or by standard operating procedures, but I used some judgement in selecting the operational approaches and statistical methods and, when necessary, made minor changes to adapt the methods to my specific work situations. My analytical methods and results, written documents, and reports were closely reviewed for technical and analytical accuracy. My assignments included work in one or more of the following areas: 1) assisting in designing and developing specifications for data collection and data processing requirements, operating procedures, training materials, and operational schedules for statistical studies and surveys, 2) applying advanced statistical analytical tools such as regression analysis and measures of variance to socioeconomic and demographic data, and assisting in the development

of professional papers or reports on such data; or I have had at least one year of experience coordinating field data collection activities for large scale statistical surveys or studies. OR, I have a combination of graduate education (more than 1 academic year but less than 2) and work experience described above for a GS-9 (less than 1 year) that totals one year. Only graduate education beyond the first year (18 semester hours or quarter hour equivalent) can be combined with experience to total one year.

- A. Yes
- B. No

Answering yes to 8, 9, or 10 will qualify you as a Statistician at the GS-9 level

GS-11 Qualifications

11. I have a Ph.D., or I have completed three years of progressively higher-level graduate education leading to a Ph.D.

- A. Yes
- B. Yes, within 9 months I will have this
- C. No

12. I have been in a Statistician, GS-1530-9, position for at least one year.

- A. Yes
- B. No

13. I have had at least one year of professional work experience where my analytical approaches and results were very generally reviewed for technical and professional adequacy. My assignments required that I select and adapt standard statistical techniques from text books, handbooks, or other professional literature for a variety of problems when related precedents were available. My assignments included work in one or more of the following areas: 1) designing and developing specifications for data collection and data processing requirements, operating procedures, training materials, and operational schedules for statistical studies and surveys; 2) selecting and applying advanced statistical analysis to socioeconomic or demographic data, and developing professional papers or reports on such data; or I have had at least one year of experience supervising field data collection activities in large scale statistical surveys or studies. OR, I have a combination of graduate education (more than 2 academic years but less than 3) and work experience described for a GS-11 (less than 1 year) that totals one year. Only graduate education beyond the second year (36 semester hours or quarter hour equivalent) can be combined with experience to total one year.

- A. Yes
- B. No

Answering yes to 11, 12, or 13 will qualify you as a Statistician at the GS-11 level.

GS-12 Qualifications

14. I have been in a Statistician, GS-1530-11, position for at least one year.

- A. Yes
- B. No

15. I have had at least one year of professional work experience where my work was generally reviewed only for adherence to accepted professional standards. My assignments regularly required that I develop solutions to difficult statistical or analytical problems that did not have readily available precedents, establish analytical methodology, design sampling and estimation procedures for surveys, document work results and findings, and prepare oral and written technical reports. My assignments included responsibility for one or more of the following: 1) independently leading a team to plan a statistical survey or study, 2) developing survey and data collection specifications, 3) establishing time schedules for various phases of survey operations, 4) coordinating the accomplishment and management of the various phases of the study or survey, and 5) making presentations and planning the analysis of the socioeconomic or demographic data developed by the survey or study.

- A. Yes
- B. No

Answering yes to question 14 or 15 will qualify you as a Statistician at the GS-12 level.

In this part you will respond to questions about experiences you have had and tasks you have performed that are related to the duties of a Statistician. It is not expected that you will have education or experience in all of these areas. Answer all questions to the best of your ability. You may be asked to provide evidence or documentation that you have had this type of experience at a later stage in the selection process. Your responses are subject to verification against the narrative information you provide in your resume or application, information your references provide, college transcripts, background checks, job interviews, or any other information obtained during the application process. Any exaggeration of your experience or any attempt to conceal information can be cause for not selecting you, for firing you after you begin employment, and for barring you from applying for Federal employment. Therefore, carefully enter the information that accurately reflects your actual employment and/or educational background. For each of the following, choose the statement from the list below that best describes your experience and/or training in that task. Select only one statement for each knowledge area.

- A- I have not done this.
- B- I have done this occasionally.
- C- I have done this as a regular part of my job and with little supervision.
- D- This was a very important part of my job, and I did it very frequently.

Oral and Written Communication

16. Influence, persuade or negotiate with colleagues about technical issues related to data collection surveys or statistical studies.

17. Present at a professional conference, sociological or demographic findings based on a survey or study.

18. Present at a professional conference, economic findings based on a survey or study.

19. Prepare a professional paper of sociological or demographic content, based on the results of a study or survey.

20. Prepare a professional paper of economic content, based on the results of a study or survey.

Organization Skills

21. Plan and execute projects or programs, with rigid deadlines, while accomplishing multiple project steps in a specific order and time sequence.

22. Coordinate the design of surveys or data collection systems with others to accomplish project goals.

23. Implement data collection procedures for censuses and surveys.

For each of the following, choose the statement from the list below that best describes your experience and/or training in that task. Select only one statement for each knowledge area.

A- I have no experience doing or using this.

B- I have beginner level experience doing or using this.

C- I have intermediate level experience doing or using this.

D- I have advanced level experience doing or using this.

Computer Skills

24. Use spreadsheet software (e.g., Lotus 123, Quattro Pro, Excel, etc.).

25. Use word processing software (e.g., Word, WordPerfect, etc.).

26. Carry out statistical analysis using SAS.

27. Develop original programs using SAS.

28. Develop production software applications using the SAS Macro facility.

29. Apply statistical analysis applications using statistical packages (e.g., SPSS, S-Plus or STATA, etc.).

30. Use database programs (e.g., DBase, Access, Foxpro, Clipper, Approach, Oracle, etc.).

31. Use geographic information systems (e.g., Landview, ARC Info, Atlas GIS etc.).

32. Develop programs using programming languages (e.g., Fortran, C, C++, Visual C, PERL, etc.).

33. Use website language (e.g., HTML, Java, etc.).

For each of the following, choose the statement from the list below that best describes your experience and/or training in that task. Select only one statement for each knowledge area.

A- I have not had professional experience in this.

B- I have had professional-level experience in this, working under close supervision.

C- I have had significant professional-level experience in this, it is an integral part of my job, and I usually perform this work independently and normally without review by a supervisor or senior employee.

D- I have had recognized professional expertise in this area, am often consulted by others for assistance, and am responsible for training other employees in this area.

Economic Data Analysis

34. Prepare a thesis or dissertation of economic content, based on the results of a study or survey

35. Classify economic organizations using Office of Management and Budget's North American Industry Classification System.

36. Classify organizations using standard Federal Statistical Classification system for Federal, State, and Local Governments and Education Agencies/Institutions.

37. Analyze data or classified commodities using international trade classification systems, such as the Harmonized System (HS Tariff Schedule of the United States or Schedule B).

38. Establish and maintained reporting arrangements with large, complex economic organizations for conducting an economic census or economic survey.

39. Give technical direction to a clerical staff processing edit referrals and rejects for an economic census or survey.

40. Analyze large economic data sets (comprised of multiple sector industries) using exploratory and graphical data analysis techniques.

41. Assess reasonableness of individual economic reports that are outside of prescribed tolerance limits and evaluated reliability of summary statistics.

42. Analyze economic census or economic survey origin-to-destination transportation microdata.

43. Analyze and evaluated results of transportation networks producing mileage estimates by mode of transportation.

44. Processed economic censuses or economic surveys using administrative records from State Motor Vehicle Administration registrations.

45. Process economic censuses or economic surveys using administrative records from the Federal Government's Internal Revenue Service and Social Security Administration.

46. Process economic censuses or economic surveys using the Standard Statistical Establishment List (SSEL).

47. Analyze the composition and structure of large, complex multi-establishment firms using the Company Organization Survey (COS).

48. Analyze and correct data for economic censuses or economic surveys using Census Bureau Economic Programs Automated Interactive Systems.

49. Analyze and evaluate industry level statistics, including the reconciliation of differences between old and new survey samples.

50. Reconcile differences between economic survey estimates and economic census data, on a microdata basis, for programs that produce official United States Government statistics.

51. Use Economic Drill Down (ECONDD32) software to select individual records and make corrections in an economic census database.

For each of the following, choose the statement from the list below that best describes your experience and/or training in that task. Select only one statement for each knowledge area.

A- I have neither education nor professional experience in this.

B- I have undergraduate-level course work that included this as a significant part of a broader course, or I have professional-level experience in this, working under close supervision.

C- I have undergraduate-level course work that was entirely devoted to this.

D- I have graduate-level course work that included this as part of a broader course.

E- I have taken a graduate-level course entirely devoted to this.

F- I have significant professional-level experience in this, working independently, and normally without the review of a supervisor or senior employee.

G- I have recognized professional expertise in this area, am often consulted by others for assistance, and am responsible for training other employees in this area.

Socioeconomic and Demographic Analysis

52. Prepare a thesis or dissertation of sociological or demographic content, based on the results of a study or survey.

53. Statistical analysis of sociological or demographic characteristics of the US Population

54. Statistical analysis of economic characteristics of the US Population

55. Statistical analysis of sociological, demographic, or economic characteristics of foreign populations

56. Statistical analysis of data from administrative record systems

57. Exploratory and graphical data analysis of large demographic data sets

58. Statistical analysis of fertility patterns

59. Analysis of income and/or poverty characteristics

60. Analysis of population distribution

61. Analysis of marriage, family, or household characteristics

62. Analysis of internal migration patterns

63. Analysis of international migration patterns

- 64. Analysis of racial or ethnic characteristics
- 65. Analysis of labor force characteristics
- 66. Analysis of disability and health insurance
- 67. Analysis of housing characteristics
- 68. Methods of subnational population estimation
- 69. Methods of population projection/forecasting
- 70. Advanced demographic techniques (e.g., Life Table Analysis)
- 71. Statistical analysis of sociological or demographic data using Census Bureau based population micro data from CPS, SIPP, ACS, or PUMS
- 72. Statistical analysis of socioeconomic or economic data using Census Bureau based population micro data from CPS, SIPP, ACS, or PUMS
- 73. Statistical analysis using Census Bureau STF files

Survey Development

- 74. Design data collection instruments for surveys.
- 75. Design automated data collection instruments for surveys (e.g., CAPI, CATI).
- 76. Write edit specifications for statistical studies or surveys.

Statistical, Mathematical, and Analytical Concepts and Tools

- 77. Calculus
- 78. Forecasting
- 79. Linear algebra
- 80. Quantitative analysis
- 81. Regression analysis
- 82. Longitudinal modeling
- 83. Sampling theory
- 84. Time series analysis

Economics

- 85. Principles of macroeconomic theory
- 86. Principles of microeconomic theory

- 87. Intermediate or advanced macroeconomic theory
- 88. Intermediate or advanced microeconomic theory
- 89. Applied macroeconomic theory
- 90. Applied microeconomic theory
- 91. Business cycles
- 92. Comparative economic systems
- 93. Consumer economics
- 94. Econometrics
- 95. Economic policy
- 96. Economic history, thought, and philosophy
- 97. Economics of growth and development
- 98. Financial economics
- 99. Health economics
- 100. International economics
- 101. Labor economics
- 102. Managerial economics
- 103. Mathematical economics
- 104. Money and banking
- 105. Nonprofit organizations
- 106. Construction economics
- 107. Mineral economics
- 108. Public utilities and transportation economics
- 109. Regional economics
- 110. Urban economics
- Finance
- 111. Principles of finance
- 112. Business finance

113. Corporate finance

114. Financial accounting

115. Financial institutions

116. International finance

117. Public finance

Accounting

118. Principles of accounting

119. Auditing

120. Intermediate accounting

121. Managerial accounting

Management

122. Principles of management

123. Management information systems

124. Operations analysis or management

125. Operations research

126. Organizational theory/behavior

127. Production management

Marketing

128. Principles of marketing

129. Marketing channels

130. Marketing management or managerial marketing

131. Marketing research

Miscellaneous

132. Urban studies

133. Demographic techniques/demographic analysis

134. Survey research methods

135. Social research

- 136. Social stratification
- 137. Sociological theory
- 138. Business policy
- 139. Business law
- 140. Criminology/criminal justice
- 141. Geography
- 142. International studies
- 143. Public administration

HOW TO SUBMIT OTHER MATERIALS:

STEP TWO:

Resume

You must submit a resume, or OF-612 (Optional Application for Federal Employment), or other written application format of your choice. Be sure you provide all of the information requested below:

- Announcement Number, title and grade(s) for which you are applying.
- Social Security Number.
- Country of Citizenship.
- If ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.
- Education
- Work experience including dates of employment, duties, employers name, address, and phone number
- Other relevant qualifications

Transcripts

- You must submit copies of college transcripts or a list of college courses taken that identify for each course the college or university, semester or quarter hours earned, grade and grade-point received.
- Please write on a separate sheet of paper or indicate on your transcripts or list of college courses those courses that meet the basic education requirement for this position. Do not use a highlighter to mark these courses.
- Official college transcripts are not required at this time. However, you will need to provide

a copy of your final official transcripts prior to appointment.

- There is no limit on the number of college transcript pages you may submit.
- With the materials you submit, you will need to include specific information on classes you will be completing within the next 9 months if you need these classes in order to qualify for this position. List the title and course number of the class, the department and college or university offering the class, the number of semester or quarter hours credit given for the class, and the date you expect to complete the class.

Other application materials, as necessary

- If you are a current or former Federal employee, please submit a copy of your latest Notice of Personnel Action, SF-50.
- Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a). This includes a copy of the agency notice and a copy of their most recent SF-50 noting current position, grade level, and duty location.
- If you are applying for Veteran Preference, submit evidence of eligibility, such as a Certificate of Release or Discharge from Active Duty, DD-214, and Application for 10-Point Veteran Preference, Standard Form 15, and the proof requested on the form. The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 20, 1995, to a date to be determined. The award of the Medal is qualifying for veterans' preference. More information on veterans' preference is available in the VetGuide that may be found on the United States Office of Personnel Management web site at www.opm.gov.

STEP THREE - SUBMIT APPLICATION MATERIALS:

1. Your application materials will not be returned. Do not submit original documents that you may need in the future.
2. Mail or fax your resume, transcripts, and other documents as a complete package. If you choose to submit college transcripts, official or unofficial, do not have your university or college submit them under separate cover. Transcripts must be submitted with your resume and other documents as a complete package.
3. If you completed the questionnaire electronically, submit the remaining application material (your resume, transcripts, and other material) by FAX, U.S. Postal Mail, or hand delivery.

To FAX your remaining application material:

- Complete the Census Application Cover Page
- The Cover Page appears after you complete the questionnaire

electronically.

- The Cover Page is also available
at <http://www.usajobs.opm.gov/pdf/census.pdf>
- In the Vacancy Identification Number blocks, enter **WA118404**
- Using this Cover Page, FAX your remaining application material
to **1-800-601-8952**.
- Your application / **FAX should not be excessive**, but it
should provide enough information to support your responses to
the application questionnaire. There is no limit on the number of
college transcript pages you may submit; however, you may not
submit more than 10 pages for any other documentation.
- To mail, hand deliver, or deliver by courier your remaining
application material see addresses in #4 and #5 below.

4. If you completed the questionnaire by hard copy Form C, submit all application material
(Form C, your resume, transcripts, and other material) by U.S. Postal Mail to:

U.S. Office of Personnel Management
Washington Service Center
ATTN: Vacancy Announcement WA118404
Post Office Box 14080
Washington, DC 20044

5. Applications may also be hand delivered between 7:00 a.m. and 6:30 p.m., Monday through
Friday and placed into the Employment Application Drop Box at:

U.S. Office of Personnel Management
ATTN: Vacancy Announcement WA118404
1900 E Street, NW
Room 1416
Washington, DC 20415

Please include the position title and grade for which you are applying on the envelope.

CONTACT INFORMATION:

1. If you have questions about the status of your application or Notice of Results for this
position, or if you experience problems submitting your resume and college transcripts by fax,
you may call 1-888-866-5164.
2. If you experience problems with the electronic application for this position you may contact us
at: usajobs_webmaster@opm.gov

Alternative Methods for Applying

1. Submit your answers via telephone (long distance charges may apply):

- a. Dial **1-478-757-3135**
- b. Listen and follow the instructions
- c. Enter Vacancy ID Number: [27118404](#) (Note: number appears different than elsewhere in this vacancy announcement to enable telephone application system to process your application)
- d. Enter your Social Security Number
- e. Some questions require a yes or no answer. Enter 1 for Yes; 2 for No
- f. Follow the instructions under "Instructions for answering the questions in the Occupational Questionnaire" for the rest of the items. To record your responses to the occupational questions, you must use the numbers on the telephone keypad by selecting 1 for A; 2 for B; 3 for C; 4 for D; 5 for E, etc. When you have finished entering your responses to the questions, you will be given a chance to review and correct your responses.

OR

2. Submit your answers via paper application Form C (OPM Form 1203-FX): Paper application forms are available to those who are unable to complete the on-line application or telephone application process. Please apply on-line or by telephone, if possible. Using paper application forms may delay the processing of your application.

To obtain the Form C (OPM Form 1203-FX) on the web, you can:

Print the form from <http://www.opm.gov/forms/pdfimage/opm1203fx.pdf>

Note: You can also obtain this form from the Office of Personnel Management (OPM) main web page. The OPM main web page is located at www.opm.gov. Click on these links: Site Index; Forms; Office of Personnel Management (OPM) Forms; and finally OPM 1203 FX.

OR

To obtain the form by phone via USAJOBS, follow these steps:

1. Call USAJOBS by Phone at (478)757-3000
2. After the introductory message, press 1 to begin
3. At the main menu, select 3 to request forms and then 1 to begin recording
4. At the prompt, enter your zip code
5. At the next prompt, ask for Form C (OPM Form 1203-FX)
6. At the next prompt, record your name, address and telephone number
7. The system will allow you to review and change your request, address and telephone. When you are ready, press 3 to save your request. The form will be mailed to you.

To complete the paper Form C, follow the instructions under "Instructions for answering the questions in the Occupational Questionnaire." Be sure to enter your Social Security Number and the Vacancy Identification Number [WA118404](#) at the top of each of the six pages of the form.

Mail the completed Form C to us at the address listed in the paragraph "How to Submit your Resume and Other Application Materials" above.

ALL APPLICANTS ARE CONSIDERED WITHOUT REGARD TO RACE, RELIGION, COLOR, NATIONAL ORIGIN, SEX, POLITICAL AFFILIATION, AGE (WITH AUTHORIZED EXCEPTIONS) OR ANY OTHER NONMERIT FACTOR.